

**Robert L. Fink**  
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Experienced manager of Engineers and Project Managers in the design and implementation of processes and equipment.

Specific areas of expertise:

- Capital project management
- Contractor Bid Evaluation
- Bid Comparison Development
- AutoCAD Design
- Concept development
- 3D graphical modeling

### **APPLICABLE EXPERIENCE**

**2019-present      Settlers Ridge Homeowner's Associations      Bryceville, FL**

#### **Secretary/Treasurer**

- ◆ Bid solicitation and evaluation
- ◆ Annual review of vendor contracts for ongoing maintenance of the common grounds for the neighborhood
- ◆ Maintain payment of monthly bills and vendor invoices
- ◆ Review and pay annual insurance policy
- ◆ Annual summary of expenses to budget

**2012-2017      Lakewood at Darby Homeowners Associations      Hilliard, OH**

#### **Member of Architect Committee**

As member of this committee, we reviewed the proposed modifications, sent to us by homeowners, to confirm adherence to all governing HOA regulations.

- ◆ Review proposals and drawings
- ◆ Research compliance
- ◆ Respond to homeowner with written approval or required adjustments
- ◆ Work with homeowner to gain compliance, if necessary

### **EDUCATION / SOFTWARE PROFICIENCY**

- ◆ Bachelor of Science Mechanical Engineering
- ◆ AutoCAD (through 2020)
- ◆ Microsoft Project
- ◆ Microsoft Access
- ◆ Demo3D
- ◆ Microsoft Power Point
- ◆ Microsoft Excel